Phoenix Program
Process Definition – Purchasing Module

Process	***Request For Quote - (Agency Level) & PO***
Process Number	***PO – 017*** *Previously Revised 8/31/01, Latest Revision 11/06/02*

Description of Process

This process describes the creation, distribution, and award of a Request for Quote *(*RFQ*)* and processing of the subsequent Purchase Order(s).

Input to Process

Purchase Requirement that must be competitively bid.

Output of Process

RFQ and Purchase Order

Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

Function	Panel Group
RFQ Creation	Request Quote
Vendor Selection	Vendor Association by NIGP
Dispatch RFQ's to Vendors	RFQ Form
Enter Vendor Responses	Enter Responses
Award RFQ	Award Quote
Create PO	Create PO
Edit PO	Purchase Order
Print and Distribute PO	Dispatch PO

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Agency Buyer determines that agency requirement should be bid. (Reference State Purchasing Agency Procurement Manual, Section VI)	Agency Buyer
Step 2: Navigate to Manage Request for Quotes (RFQ) menu (Go, Administer Procurement, Manage Request for Quotes).	Agency Buyer
Step 3: Navigate to Request Quote "Header" Panel (Use, Request Quote, Header, Add). The "Add--Request Quote" dialog box displays. Click "OK"	Agency Buyer
Step 4: On the "Header" panel: Optional - Enter reference information in "Reference" field. Verify the Origin In the "Buyer" field, enter or select the buyer name. To display a list of buyer names from which to select, either enter the buyer's first name (first letter upper case, others lower case), then Shift F4, or enter % and the last name (first letter upper case, others lower case), use Shift F4, Double click on the selected name. Enter or select the Bid Return Location. Verify the Bill Address code. The "Date/Time Open" field defaults to the current date and time. This information may be changed. In the "DtTime Close" field, enter the bid opening date and time. Enter Header comments in the "Comments" field, as necessary. To select a "Standard Comment", place the cursor in the "Std/Type ID" field, click the down arrow and select the appropriate comment number. Use the Tab key to go to the ID field, click the down arrow and select the comment needed. Use the Tab key to populate the comment field with the standard comment selected. If needed, Standard Comments may be edited once populated in the Comment field. To insert additional header comments, place the cursor in the Comment field, then click the "Insert Row" icon (or use the F7 key). To delete comments, scroll to the comment to be deleted, place the cursor in the Comment field, then click the "Delete Row" icon (or use the F8 key). Check the "Send to Vendor" checkbox for each comment that should appear on the vendors' RFQ copy.	Agency Buyer

Step 5: Go to the "Lines" panel. Enter the Line Description, up to 30 characters. Line description may be continued in the "Comment" area (see below). Enter Category (NIGP Code) Enter Unit of Measure Enter Quantity Leave Price field blank. **NOTE: To the right of "price" field is the unlabeled "charge by" field. This field defaults to "Q" for Quantity, and is grayed out. If the resulting PO is to be charged by Amount, make the "charge by" change on the PO once built.** "Schedule date" is not required "Lead Time (LT) Days" is optional "COMMON" defaults in the "Ship Via" field Enter "Ship To" location code "DN" (destination) defaults in the "FreightTrm" field In the "Comments" field, enter any comments or continuation of description needed. To insert additional comments for a line, place the cursor in the Comment field, then click the "Insert Row" icon (or use the F7 key). To delete comments, scroll to the comment to be deleted, place the cursor in the Comment field, then click the "Delete Row" icon (or use the F8 key). Check the "Send to Vendor" checkbox for each comment that should appear on the vendors' RFQ copy. Use the outside scroll bar to scroll through RFQ lines, and the middle scroll bar to scroll through the comments.	Agency Buyer

Step 6: Go to the “Activity” panel. The activity date of 01/01/1902 will display and is grayed out. If the estimated value of the RFQ is less than $10,000 it is optional to post the bid description to the Internet. If posting to the Internet is not desired or applicable, key “N/A” in the “Comment” field, and uncheck the “POST” checkbox. If the bid is to be posted to the Internet, enter a brief bid description in the “Comment” field and leave the “Post” checkbox checked. The first word of the bid description should be chosen carefully since the bids are listed alphabetically by description on the State Purchasing web site. The agency must follow the current steps for Internet placement. NOTE: It is legally required that all bids with estimated values of $10,000 or more be posted to the Bid Registry on the State Purchasing Internet web site, with the exception of approved sole source purchases.	Agency Buyer
Step 7: After completing entry of all data, return to the “Header” panel. Change status to “Approved”. Save the panel. The system will then assign the next sequential RFQ number.	Agency Buyer
Step 8: Navigate to “Vendor Association by NIGP” panel group (Use, Vendor Association by NIGP, Vendor by NIGP, Update/Display). The "Update/Display--Vendor Association by NIGP" dialog box displays. Key the RFQ number and click the OK button.	Agency Buyer
Step 9: On the “Vendor by NIGP” panel: Use the top, outside scroll bar to select the Category ID (NIGP code) by which to produce a list of vendors. Click on the flashlight to display a list of vendors in the bottom scroll area. Select the vendors by clicking the checkbox to the left of each selected vendor. These vendors will be displayed in the middle scroll area. Use the inside scroll bar to scroll through the selected vendors. If an RFQ with a Blank Vendor needs to be printed for the Procurement Registry, select the first Vendor Displayed - “Name”. This will print an extra RFQ with a blank area for the Vendor to fill in their name and address. NOTE: To select another Category ID (NIGP code) from which to select vendors, return to the top scroll area, scroll to the needed NIGP code, then click the flashlight. Select from the list of vendors displayed.	Agency Buyer

Step 10: Go to the "Vendor List" panel. The selected vendors will be displayed. To add vendors that were not in the list of "Vendors by NIGP", first obtain the Vendor ID number from the "Maintain Vendors" panel. Insert the cursor in one of the "Vendor ID" fields for vendor already selected, then click the "Insert Row" icon (or use F7 key). A new "Vendor ID" field displays. Enter the 10-digit Vendor ID. Tab out of the field. Repeat for each vendor to be added. NOTE: With the cursor in the Vendor ID field, Control F4 can be used to search by vendor short name. Vendors can be deleted by placing the cursor in the Vendor ID field and using the F8 key or the "Delete Row" icon.	Agency Buyer
Step 11: Click the magnifying glass by each vendor to display their first address. Use the drop down arrow to display a list of additional addresses. To select a different address, double click on the needed address. Select the appropriate address for each vendor. Save the panel.	Agency Buyer

Step 12: Dispatch RFQ forms to vendors. Navigate to the "RFQ Form" panel (see below). If the run control for the RFQ form **has not** previously been named: Select (Report, RFQ Form, Add). In the Run Control dialog box, key the Run Control ID (RFQ_DISPATCH is a suggestion), using all caps and no spaces. Click the OK button, and the "RFQ Form" panel displays. **OR** If the run control for the RFQ form **has** been previously named: Select (Report, RFQ Form, Update/Display). The Run Control ID dialog box displays. Either key the Run Control ID, or leave the field blank and click the OK button. Clicking the OK button will display a list of all run control names from which you may either double click on the selection, or highlight the selected run control name then click on the "Select" button. The "RFQ Form" panel displays. On the "RFQ Form" panel, enter the Business Unit and RFQ ID. Click the "Save" icon, then click the "Run" icon. The Process Scheduler Request will display. Select "Server" as the run location by clicking on the radio button, and select "PSUNX" from the drop down list as the Server Name. The Output Destination should have "File" selected and the file name "/tmp/ +P-d" immediately followed by the appropriate printer name. Click the OK button to begin the print process.	Agency Buyer
Step 13: Make one copy of the RFQ form to maintain with purchasing file. Mail RFQ forms to vendors.	Agency Buyer or Support Personnel
Vendors may be added to the bid list and additional RFQ's printed as they are requested by vendors (See Business Process PO – 028).	Agency Buyer or Support Personnel
To issue an addendum to an RFQ, see Business Process PO-029, "Process Addenda to RFQ".	Agency Buyer
Bids are returned to the specified bid return location prior to the bid opening date and time.	Vendors

Step 14: Entering Responses: Agency Buyer reviews bids for essential information. Agency Buyer or Support Personnel enters prices into the system: Navigate to "Enter Responses" panel (Use, Enter Responses, Header). The "Enter Responses, Update/Display" dialog box displays. Enter the Business Unit and the RFQ ID, and click "OK". The list of vendors solicited displays. Select the first vendor in the list. The Enter Responses "Header " panel of the selected vendor displays. The "Dt/Tm Resp" field defaults to the current date and time. If needed, this information can be changed to the actual date and time bid was received. Select the appropriate "Vendor Response" (defaults to "No Response"). NOTE: The warning "Response date/time is earlier than the RFQ open DtTm or is later than the RFQ closed DtTm" may display. Click "OK" to continue. If vendor did not respond, save the panel. Go to the next vendor in the list by clicking the "Next in List" icon. If vendor responded from a location other than where RFQ was initially sent, click the down arrow for "Location" and select the appropriate location code. If vendor responded with bid pricing, go to the "Line" panel. Scroll to the first line for which the vendor has entered a bid. Check "Vendor Responded" and enter price and lead time (if applicable). Scroll to the next line for which the vendor has entered a bid, and repeat the above steps. Repeat until pricing for all lines bid have been entered for this vendor. Save the panel. Return to the "Header" panel. Click the "Next in List" icon to go to the next vendor, and repeat the above steps. Continue until the bid response for each vendor has been entered. Note: Once all pricing is entered, Query 0PO065 "Bid Tabulation Query " may be run to Excel to assist with bid evaluation.	Agency Buyer Agency Buyer or Support Personnel

Step 15: Navigate to the “Award Quotes” panel group (Use, Analysis and Awards). The "Update/Display--Analysis Awards" dialog box displays. Enter the Business Unit and the RFQ ID number, then click "OK". Review vendor pricing and determine which vendor will receive the award for each RFQ line. Enter quantity to be awarded in the field to the left of the Vendor ID field of the vendor being awarded the line. Use the outside scroll bar to scroll through the RFQ lines. Use the inside scroll bar to scroll through the vendors. Repeat for each RFQ line. Save the panel.	Agency Buyer
Step 16: RFQ Award if awarding as a **Purchase Order**: Go to “Create PO” (Use, Create PO). The "Update/Display--PO Create" dialog box displays. Enter the business unit and the RFQ ID. Click OK. Use outside scroll bar to scroll to the vendor receiving the award. Use the middle scroll bar to scroll to line 1 (even if vendor is not receiving award for line 1). Click in the “Create” checkbox. Enter chaftfield information in chartfield area for **line 1**, even if vendor is not receiving award for line 1. Click the "Copy to All Lines" checkbox to the right of the chartfield area. NOTE: If chartfield information is not entered on the first line of the "Create PO" panel, and the "Copy to All Lines" checkbox is not checked, this information will have to be keyed on each line of the PO once it is created. At a minimum, the "Account" field is required. If not entered on the first line of the "Create PO" panel, you will receive the message: *If "Create PO" is selected, then Account is a required field.* Save the panel. If the PO is split between vendors, scroll to line 1 of the next vendor to be awarded (even if not awarded line 1), and repeat the above steps. Repeat for all awards to be made to the RFQ.	Agency Buyer

Step 17: RFQ Award if awarding as an **Open Contract:** A **Notice of Award** is used. Navigate to the "Notice of Award" panel - **NOTE: Before running the Notice of Award Report,** be sure to indicate the contract effective and expiration dates in the RFQ header comment field and check "Send to Vendor" checkbox. Uncheck the "Send to Vendor" flag for any existing header comments that are not needed on the Notice of Award. If the Run Control **has not been** named for the Notice of Award Dispatch, select (Report, Notice of Award, Add). The "Run Control ID" dialog box displays. Enter the run control name in the Run Control ID field (a suggestion is "NOTICE_OF_AWARD" in all caps and with no spaces). Click OK. The "Notice of Award" panel displays. If the Run Control **has been** previously named for the Notice of Award Dispatch, select (Report, Notice of Award, Update/Display). Leave the "Run Control ID" field blank and click OK. The list of Run Control ID's displays. Double click on the appropriate run control in the list to display the "Notice of Award" panel. On the Notice of Award panel, enter the Business Unit, the RFQ ID and the Vendor ID of the Awarded vendor. Note: The SetID is always "State". Save the panel. Click the "Run" icon. The "Process Scheduler Request" displays. Select "Server" as the "Run Location", and "File" as the "Output Destination". In the "File/Printer" field, enter "/tmp/ +P-d" immediately followed by the appropriate printer name. There is a space between the "/" and "+". There is no space after the "d" for the printer name. Click OK to begin the print process. The Notice of Award should print to the printer designated. Proceed to Step 25.	Agency Buyer
The PO Build Process must run before PO processing can continue. This Process runs once an hour during normal business hours.	

Step 18: After PO Build has run, navigate to the "Manage Purchase Orders" menu to identify the assigned PO number (Go, Administer Procurement, Manage Purchase Orders). Enter the Business Unit and buyer name, and, to narrow the list, the vendor ID. Click OK to display a list of PO's. Using the scroll bar at the bottom of the list, scroll the list to the right, and check in the "PO Ref." column for the RFQ number from which the PO was built. To open the PO, select it from the list by double clicking on the selected PO number, or highlighting the selected PO number then clicking the "Select" button. OR Go to "Sourcing Analysis" (Use, Sourcing Analysis) Enter the business unit, then click OK. A list of RFQ's that have been staged for PO Build will display. Use the information in the list to find the needed process (i.e. Buyer Name). Either double click on the selected line, or click on the selected line, then click the "Select" button. When the "POSrcAnalysis" panel displays, the PO number assigned will be displayed at the bottom. Note the PO number, then go to PO Lines (see above) to view the PO. OR Use Query 0PO034, RFQ_PO_XREF_by_RFQ to identify the PO number the system has assigned.	Agency Buyer

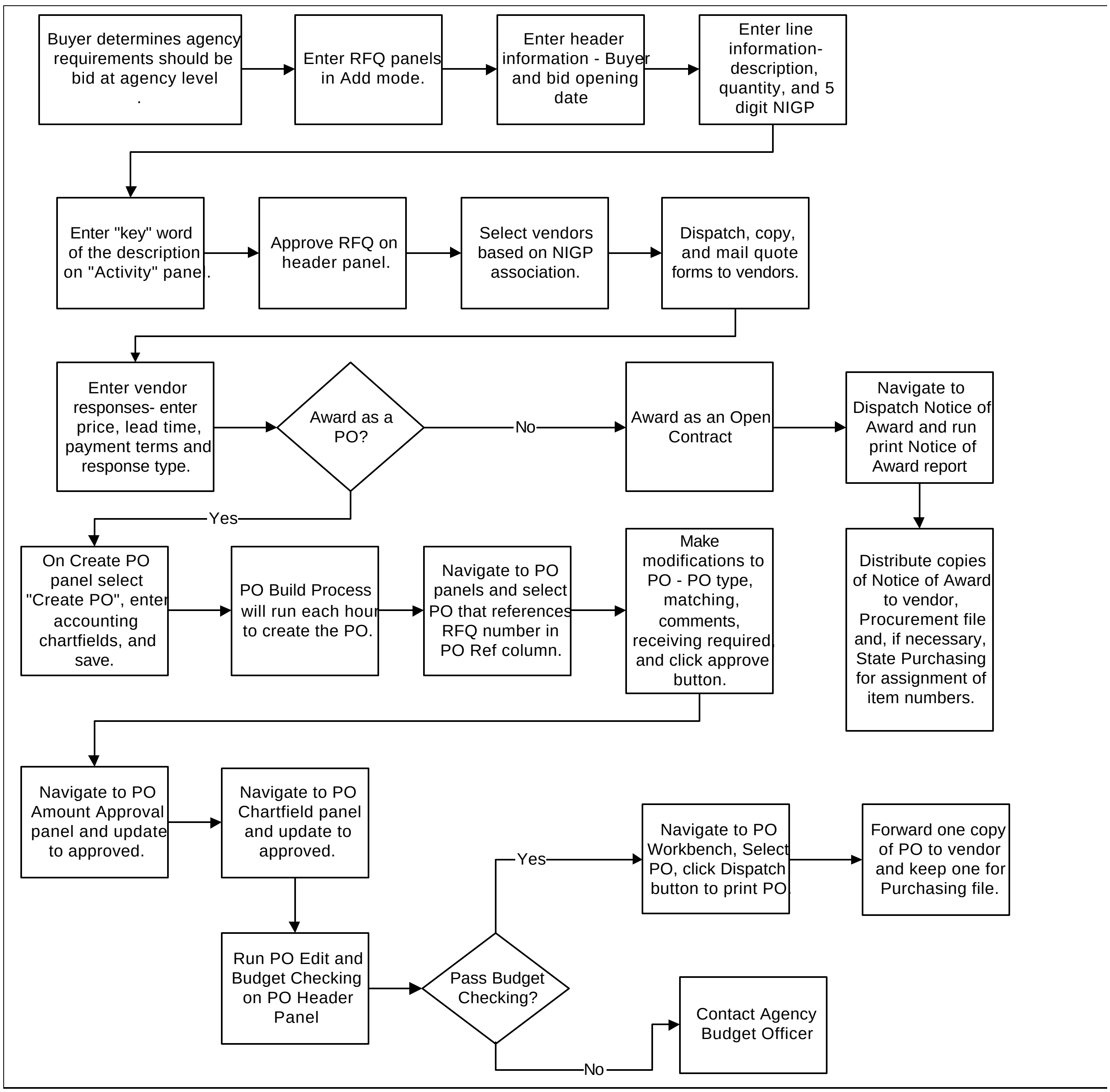
Step 19: Completing the PO: On the PO Lines panel - Make any necessary modifications to the PO data. Go to the Header panel tab and select the appropriate PO type. If required by agency, designate the correct "Accounting Template" based upon commodities or services being purchased. Use the "Matching" button to set matching as appropriate. Matching defaults to "No Match". It is recommended to use "No Match" if partial payments are to be made on the PO. Use the Vendor button to confirm the payment terms and vendor location. Go to the "Comments" panel and click the "Load Comments" (dog icon) button, then click the "Copy Comment" button. This will copy in the line comments (extended descriptions) from the RFQ. After all editing is complete, go to the Header panel and click the "Approve" button. Save the panel. NOTE: If "Program (Fund Source) Distribution" is being used, the user must drill down to the PO Distribution subpanel of the Schedule panel and change the "Charge By" field from "Qty" to Amt". A checkbox labeled "Speedchart" will appear. If applicable, check this and use the drop down arrow to display the available speedcharts, then select the appropriate value and tab out of the field. The correct PO distribution lines will be inserted for you. Key any missing chartfield values as needed. Repeat this process for each PO line.	Agency Buyer
Step 20: Run the PO Edit process by clicking on the "Check" button at the top of the header panel. The system will instruct you to subsequently click on the "Dog" button to check the status of the process. When the panel refreshes, the *edit* process is complete. Check the grayed out "Post Document" checkbox at the bottom left of the panel. If this box is checked, the PO Edit process ran successfully. If not checked, contact your system administrator. NOTE: Depending on the Business Unit's Approval setup, the PO status may be shown as either "Approved" or "Pending Approval. If in Pending Approval status, the PO cannot be budget checked or dispatched until approved by the designated personnel (See Amount and Charftfield Approval Processes, PO-10 and PO-11).	Agency Buyer
Step 21: Do not do any further processing until the PO is in an approved status. If the PO must be approved by others, check the PO status periodically until it is "Approved".	Agency Buyer

Step 22: If a PO remains in a "Pending Approval" status, the user can navigate to an Inquiry Only view of the "Amount" and "Chartfield" approval panels to check their approval status (Use, Amount Approval) and (Use, Chartfield Approval).	Agency Buyer
Step 23: Once the PO is in "Approved" status, go to the PO Header panel and use the BCM *(*Magnifying Glass) button to run the PO Budget Checking process. If the BCM status displays an error, contact agency budget personnel for assistance. If BCM is valid, proceed to the next step.	Agency Buyer
Step 24: Once the order is in an "Approved" status and has a "Valid" budget checking status, navigate to the "Dispatch Purchase Orders" panel (see PO Business Process PO-008, Field Agency Purchase Order, for details on the PO dispatch process).	Agency Buyer
Step 25: Forward one copy of the PO or Notice of Award to the vendor and keep one for the Purchasing file. Make and distribute any other copies as needed.	Agency Buyer or Support Personnel

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):



Tested By
Date Tested